



Stavanger Inbound Education Handbook

Welcome to Norway! This handbook is designed to support military connected families with school age dependents as they implement a Permanent Change of Station (PCS) move to Stavanger, Norway. Included in this handbook, you will find a helpful checklist to use as you move forward in your new adventure!

Whether over the summer break or mid-school year, leaving a school and smoothly integrating into a new one requires planning and preparation. The information in this handbook assists in the school selection process, prepares you for enrollment in the NonDoD Schools Program (NDSP) and helps you to get excited for your family's time in Stavanger.

As with any PCS move of school age children, your School Liaison Program Manager (SLPM) is available with information, referrals and assistance in planning for smooth school transitions.

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426 ABS Stavanger, Norway

Inbound Handbook

Special Points of Interest:

*Resources are available if your child(ren) is/are in need of additional help in school.

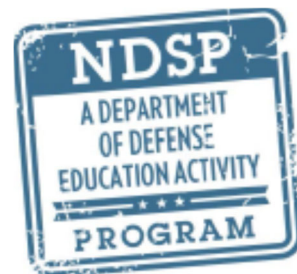
*NDSP is available for YOU!
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Non-DoD School Program (NDSP)

The Stavanger area does not have a Department of Defense Dependent School (DoDDS). All children attend their choice of a local private school, Norwegian public school, boarding school or are homeschooled. Tuition for command sponsored, school-aged (PreK-grade 12) children is funded through the Department of Defense Education Activity (DoDEA) Non-DoD Schools Program (NDSP).



All NDSP registration needs to be completed online <http://www.dodea.edu/nonDoD/procedures/index.cfm> by the sponsor. Simply go to their website, click on create an account and begin applying for your school-age dependent(s). Once Approved, this will ensure that payment is made by NDSP to the NDSP approved school of your choice, or that you are enrolled properly for home-schooling/Boarding School. By following the above procedures, this will ensure no out-of-pocket tuition fees to the sponsor. It is suggested that you complete the registration process once you receive your Orders.

NDSP can provide supplementary funding for special educational needs. You will work with your NDSP Education Specialist and possibly your school to ensure that appropriate support is available.

NDSP Frequently Asked Questions

* **Can I register with the NDSP prior to choosing a school in Norway?**

YES! It is encouraged to register with the NDSP as soon as you receive orders. When asked for 'School Choice' select 'No School Selected'. It will also ask for a school calendar and tuition fee schedule. You may select 'NA' for both. After you have chosen a school, simply go back into your sponsor portal and update information.

* **I completed my NDSP registration. How do I know if my application was approved?**

The NDSP may take up to 30 days to process your child's enrollment. After your application has been processed, you will receive a Welcome to NDSP email from the NDSP Management team. You can also double check your enrollment with your installation SLPM.

* **Why is the website not functioning properly?**

Please complete all NDSP enrollment from a personal computer. The not all functions of the NDSP website function correctly on computers connected to military affiliated networks.

* **I have a child in Pre-School. Do I need to register them with the NDSP?**

If the child will turn 4 years old by the NDSP registration date, yes! The NDSP pays for 4 year olds to attend accredited programs. If your pre-school student is currently on a Individualized Education Plan (IEP) and/or enrolled in the Exceptional Family Member Program, please talk to the SLPM regarding supports and program options available in the local area.

* **What out-of-pocket fees will I have to pay for?**

Tuition and application fees for all school-aged children will be paid by the NDSP. Please visit the NDSP website for a list of additional, approved reimbursable expenses. Some expenses, such as lunches or uniforms are paid for by the family.

* **The school requires an application fee, should I pay it when submitting applications?**

Please work with NDSP and the SLPM in order to ensure that you know the best way to pay application fees. Some schools require that the fee be paid at the time of application which requires parents to pay and then submit to NDSP for reimbursement. Some schools will invoice NDSP directly. Your SLPM will be able to advise you one the process specific to the school you choose.

* **Can I choose the school I want for my student?**

Yes, you can select from many options for your student to include private, local nation, homeschool or boarding school options. NDSP and your School Liaison can assist.



The below are some of the school options in the Stavanger area.
You are invited to contact the School Liaison if you would like more options,
or find the school that best fits our student(s) and can be supported by NDSP.

British International School (BISS)

The British International School of Stavanger (BISS) was founded in 1977 and operates on two separate campuses, BISS Gausel and BISS Sentrum. They regard all children as being unique and take pride in working closely with every child, nurturing individual strengths and talents. As an organization they are committed to personalizing their curriculum so that individual learning styles are acknowledged. Assisting every child to achieve their maximum potential is their goal.

The BISS is an accredited International Baccalaureate (IB) World School, and teaches all 4 IB programs. To learn more about this curriculum visit the IB Learning section on the school website. The BISS aims to maintain average class sizes of twenty pupils, but are able to admit up to twenty five pupils per class.

- * Pre School – for children aged 2-5
- * IB Primary Years Program (PYP) - for children aged 5-11
- * IB Middle Years Program (MYP) - for children aged 11-16
- * IB Program /Sixth Form College - for children aged 16-19 (*please inquire for availability*)



For more information on admission deadlines, afterschool activities, learning support, etc. Please contact the admissions department directly or visit the schools homepage at: <http://www.biss.no/>

The International School of Stavanger (ISS)

ISS provides an internationally-accredited, engaging and challenging English-language education in a supportive, multi-cultural environment where students have the opportunity to fulfill their potential. More than 500 students attend ISS in pre-school through grade 12.

- * Pre-School – for children aged 3-5
- * Elementary School – Kindergarten—grade 5—for children aged 5-10
- * Middle School — grades 6-8 – for children aged 11-15
- * High school/ IB Diploma Programs – grades 9-12 – for children aged 15-19



For more information on admissions, afterschool activities, learning support, curriculum, etc. Please contact the admission departments directly or visit the schools website at: www.isstavanger.no

Important Note:

Enrollment into private international schools is NOT guaranteed. Sponsors should research each school and follow their specific enrollment process and deadlines as well as fully understand tuition and enrollment policies. Schools may require documentation from your child's current school. It is much easier to secure this BEFORE leaving your current duty station.

Schedule a phone appointment with your School Liaison to ask questions and get started!

START EARLY!

Homeschool

You may choose to homeschool your school-aged dependents and receive funding through the NDSP. Sponsors will need to complete a Home Study/Private Instruction Education Plan and submit the form when registering with NDSP. The plan is proof of adequacy of the educational curriculum and should contain the name or names of all curricula/programs used. It is important to keep in mind that homeschool is not a common practice in Norway, therefore, support groups in the community will be limited.

For more information on homeschool options, please visit the NDSP Homeschool website or speak with your School Liaison Program Manager.

Boarding

If you feel education options offered in Stavanger will not meet the needs of your children in 9-12th grade (academics, athletics, etc). You may elect the boarding school option. The NDSP defines a boarding school as “a school providing residence halls on campus and meals in addition to an education”.

It is EXTREMELY important to discuss this option EARLY in the PCS process with your gaining NDSP School Liaison. For more information please visit the NDSP Website: Boarding School.

School Transition Checklist: Inbound

TO DO LIST:

- ☐ Notify your current school and child's teacher of upcoming PCS (minimum four weeks prior)
- ☐ Complete your school's withdrawal paperwork
- ☐ Request current Official Records/Transcripts
- ☐ Make contact with the SLPM at your new location. Please provide information on each dependent. The SLPM can:
 - * Arrange school tours
 - * Connect you with School POC's
 - * Provide useful tips for PCSing to Stavanger
- ☐ Review information on school options in Stavanger:
 - * British International School
 - * Children's House
 - * International School of Stavanger
 - * Norlight Montessoriskole Stavanger
 - * Sandnes International School
 - * Norwegian Public School
 - * Boarding School
 - * Homeschool
- ☐ Review information on the Non-DoD Schools Program (NDSP). This is the US government agency that will fund your child's education in Stavanger.
- ☐ REGISTRATION STEP ONE: Complete the initial NDSP Student Online Registration for each PreK-12 dependent. **This should be completed as soon as you receive Orders.** This process can be completed prior to choosing a school in Stavanger. Contact the SLPM with questions on NDSP registration.
- ☐ REGISTRATION STEP TWO: Apply directly with the school of your choice. All application forms are specific to each school. Complete/submit applications prior to arrival. NOTE: some schools may have wait-lists. For the greatest availability in your chosen program, apply immediately after NDSP approval.
- ☐ Log onto Military One Source Military Youth on the Move for tips on how to make this transition easier.

DOCUMENTS YOU MAY NEED:

- ☐ Birth Certificate / Passport
- ☐ Immunization Record
- ☐ Health Records
- ☐ Sponsor's Orders
- ☐ Proof of Command Sponsorship
- ☐ Copy of each child's transcript
- ☐ Report Cards/ progress reports
- ☐ Test scores
- ☐ Teacher Recommendation forms (ask the school you are applying to for their specific forms)
- ☐ Up-to-date IEP, 504 Plan, & ESL records as applicable
- ☐ Middle/High School Teachers' Recommendation forms
- ☐ Contact information for current school
- ☐ Letters of Recommendation (especially for high school students)
- ☐ Documents detailing learning support of any type

